

2002

Master of Science Criminal Justice Institute Handbook

Nova Southeastern University

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Nova Southeastern University



Criminal Justice Institute
Master of Science Program
2002-2003 Student Handbook

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President's Message

Nova Southeastern University is Florida's largest independent university based on enrollment and one of the top 20 independent, institutions in the United States. As president of NSU, I invite you to become an ambassador of this remarkable educational showcase that is 36 years young.

In 1967, NSU served an entire student body of 17 from one building. Today, we have more than 18,000 students enrolled in 15 academic centers, with programs offered in 22 states and 10 foreign countries. The university boasts more than 60,000 alumni in the United States and 50 foreign countries. More than 7,000 students attend classes on our 232-acre main campus.

The university's sustained growth is due in large part to its exploration of alternative strategies in educating professionals, and its commitment to excellence in academics, clinical training, and community service. As part of its response to community needs, the Criminal Justice Institute was founded in 2000. In recent years working to prevent crime rehabilitation those who have strayed from the law, and identifying better training methods for those working in law enforcement have been a major social priority. President Clinton reflected this priority in his 1994 State of the Union Address when he asserted that "Violent crime and the fear it provokes are crippling out society..." Other Federal initiatives also reflect the emphasis placed on resolving problems of crime and violence. For example, the Center for Disease Control (CDC) has established an office to study and intervene with violence among youth. Similarly, at the local level, Broward Sheriff's Office and other municipal police have broadened their focus far beyond that of merely "policing" the behavior of members of their community. Law Enforcement/crime prevention has become extremely complex and sophisticated, drawing on broad bodies of knowledge from as diverse of areas as law, psychology, system theory, business and administration, medical sciences, human factors, physical fitness education and other areas. The nature of these Criminal Justice activities is both diverse and complex, requiring multidisciplinary perspectives as well as integrated efforts that emphasize training/education, research, and service activities. The skills, knowledge bases and judgments made by those involved in administering criminal justice programming requires a high level of sophistication and expertise. The Criminal Justice Institute at Nova Southeastern University will a) facilitate college, center and school initiatives, b) initiate criminal justice involvement, c) coordinate existing and future criminal justice work among existing activities, and d) establish Nova Southeastern University in a leadership role in responding to these emerging social priorities.

As you continue your studies at Nova Southeastern University, you grow as a member of a select group of educators and practitioners in your field. You will move forward in leadership roles and find informative avenues to advance your communities. The essence of NSU is collaboration at all levels and with diverse partners.

We look forward to a lifelong partnership with you, our student. The entire NSU community is dedicated to providing service and academic excellence to you as you continue on the road to graduation and your leadership role in the new millennium.

Ray Ferrero, Jr.
President

Nova Southeastern University

Nova Southeastern University is an independent, nonsectarian, fully accredited, coeducational university chartered by the state of Florida in 1964. It is located on a 232-acre main campus west of Fort Lauderdale, 10 miles inland from the Atlantic Ocean, and is easily accessible from major highways, including I-75, I-95, I-595, the Sawgrass Expressway, and Florida's Turnpike. Additional centers of study offer campus-based instruction from prekindergarten through grade 12, as well as undergraduate and graduate programs leading to degrees in education, law, psychology, marine medicine, computer sciences, social sciences, business, and public administration, criminal justice, osteopathic medicine, dental medicine, pharmacy, medical education, optometry, and allied health (physician assistant, occupational therapy, and physical therapy). As an acknowledged leader in field-based degree programs, NSU offers courses of study leading to the bachelor's, master's, educational specialist, and doctoral degrees in education, in business and public administration in psychology, in the health professions, and in physical, social, and computer sciences.

From the beginning, the university has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational programs, and its research in many fields aimed at solving problems of immediate concern to mankind. The university's centers and programs share a common mission to educate students for leadership roles in a variety of professions. In the Nova Southeastern University educational continuum, pre-professional training begins as early as University School, continues through the college level and the various centers for professional studies, and culminates in the Institute for Learning in Retirement. Through the Nova Southeastern University education plan, students master appropriate skills and disciplines at each academic level, develop a sense of professional ethics and responsibility, and learn to appreciate the role of the professional as a key individual in society.

"The NSU Plan" stresses the critical relationship between theory and practice; it reinforces and tests the classroom experience through applied research and community service as integral parts of academic experience. Consistent with its mission, the university extends its resources to provide educational opportunities to working professionals nationwide, with faculty teaching at corporate and other locations across the country. NSU also delivers programs through a variety of educational technologies, including telecommunications. Nova Southeastern University is committed to the idea that education should not be time-bound or place-bound. Through its educational offerings, research projects, and programs of public service, the university encourages the free exchange of ideas and the search for knowledge that is the cornerstone of the academic tradition.

Nova Southeastern University programs are approved for educational benefits by the Bureau of State Approval for Veterans Training, Florida Department of Veterans Affairs. The university is authorized under federal law to enroll nonimmigrant alien students.

Nova Southeastern University's general policies on student relations are on file in the Office of the University Registrar.

Nova Southeastern University Mission Statement

Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high-quality educational programs of distinction from preschool through the professional and doctoral levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The university fosters inquiry, research, and creative professional activity by uniting faculty and students in acquiring knowledge in clinical community, and professional settings.

I. Introduction to the Criminal Justice Institute

Mission Statement: Criminal Justice Institute

Law Enforcement/crime prevention has become extremely complex and sophisticated, drawing on broad bodies of knowledge from as diverse of areas as law, psychology, system theory, business and administration, medical sciences, human factors, physical fitness education and other areas. The nature of these Criminal Justice activities is both diverse and complex, requiring multidisciplinary perspectives as well as integrated efforts that emphasize training/education, research, and service activities.

The skills, knowledge bases and judgments made by those involved in administering criminal justice programming requires a high level of sophistication and expertise. The Criminal Justice Institute at Nova Southeastern University will a) facilitate college, center and school initiatives, b) initiate criminal justice involvement, c) coordinate existing and future criminal justice work among existing activities, and d) establish Nova Southeastern University in a leadership role in responding to these emerging social priorities.

Continuing Education

Various community and law enforcement continuing education programs are offered through the Criminal Justice Institute. These programs features high profile law enforcement and forensic presentations, and serve to educate the professional law enforcement and forensic community.

Community Services

The Criminal Justice Institute contracts with local, state, and federal agencies to provide a variety of training program and other services to the community

Academic Programs

Master of Science Program

The master's degree in criminal justice trains law enforcement personnel through an interdisciplinary focus. The program prepares students through the core curriculum and allows for specialty training through various tracks. This facilitates choice for students and fosters the development of specialized expertise. Additionally, students may choose among elective courses available at the graduate level throughout NSU.

The master's degree program will provide students with a) a solid background in the theoretical, historical, public policy, behavioral, and political perspectives related to Criminal Justice, b) an introduction to the organizational structure, operation, administration, and management of the criminal justice system at the federal, state, and local levels, c) an in-depth knowledge of the legal issues that govern criminal justice activities, including fundamental principles and concepts of criminal and civil law, rules of law and evidence, and state and constitutional laws and their development., d) a foundation in evaluation methods of criminal justice programming, and e) special knowledge in an area of choice including but not limited to, business management, psychology, organizational leadership, substance abuse, conflict resolution, and community policing.

Undergraduate Program

For those considering the M.S. program without an undergraduate degree, a special track provides an opportunity to complete the undergraduate degree at the Farquhar Center for Undergraduate Studies. Such candidates will complete their undergraduate degree, and immediately enter the M.S. program. This creates a seamless transition and the possible award of dual-credit for some courses, expediting degree completion.

II. Admissions

Requirements

To be considered for admission to graduate study in the Master's program, the applicant is required to present evidence of scholastic ability, significant interest in the area of criminal justice for which admissions is sought, personal stability, and sound moral character. Those applying for the Master's program as full degree seeking candidates must meet the following eligibility requirements: 1.) baccalaureate degree from a regionally accredited institution 2.) grade point average (GPA) of 3.0 or higher in the last 60 semester hours of undergraduate course work, or a total score of 950 or higher on the combined verbal and quantitative sections of Graduate Record Exam (GRE) taken within the last five years 3.) relevant professional experience or accomplishment 4.) referral from contracting agency (if customized onsite program) and 5.) pre-requisite course work that includes college level math (3 credits), English (3 credits), and behavioral science (3 credits). Applicants will also be required to submit a brief statement of interest in the program, articulating career plan, capabilities, special achievements, etc. accompanied by three letters of reference from individuals familiar with the candidates' aptitude to perform adequately at a graduate level. Students will be admitted to graduate study and accepted for degree candidacy after successful completion of the core with a GPA of 3.0 or better. Students may seek admission to the program for fall, winter, or summer sessions. The Criminal Justice Institute admits students on a rolling basis throughout the year.

Request for Application

Those interested in seeking their Master of Science degree in Criminal Justice can request an application or obtain further information by contacting:

Criminal Justice Institute
c/o Dr. Frank De Piano
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, Florida, 33314-7796

Phone: (954) 262-7001
Email: cji@nova.edu
Web Site: <http://www.cji.nova.edu>

Application Procedures

The NSU Criminal Justice Institute offers a program leading to the Master of Science (M.S.) degree. In order to be apply to the program you will need to:

1. Complete all parts of the admissions application form.
2. Submit an official transcript from all post-secondary schools you attend.
3. Submit official scores from the GRE. This submission is optional and may be used to supplement your academic record.
4. Provide a personal statement of between 150 and 300 words indicating your goals in pursuing a graduate Criminal Justice degree. This statement may be attached to the application form.
5. Provide three letters of recommendations from individuals who are familiar with your aptitude in pursuing a graduate degree.
6. A non-refundable \$35 application fee (payable to Nova Southeastern University) must be forwarded to process your application.

Conditional Admission

Applicants admitted on a conditional basis will be required to meet specific requirements by the date indicated in official correspondence.

III. Curriculum and Degree Requirements

Course Work

The M.S. in Criminal Justice trains law enforcement personnel through an interdisciplinary focus. The program prepares students through the core curriculum and allows for specialty training through various tracks. This facilitates choice for students and fosters the development of specialized expertise. Additionally, students may choose among elective courses available at the graduate level throughout NSU. The program requires successful completion of thirty-six hour program that includes core courses, specialty track, and electives.

Course Descriptions

Core Courses (Required of all Criminal Justice Students)
(12 Credits)

Survey Issues in Criminal Justice (3 Credits):

This course will review historical context, theory, policy making, political factors, and behavioral influences related to criminal justice policy department.

Social Administration of Criminal Justice (3 Credits):

This course will provide an overview of the federal, state, and local criminal justice systems. An introduction to management and methods of conflict management will be provided.

Legal Issues in Criminal Justice (3 Credits):

This course will provide an overview to the legal issues that govern criminal justice activities that will include state and constitutional perspectives of law. An historical development of the various statutes that regulate criminal justice activities will be provided.

Program Evaluation in Criminal Justice (3 Credits):

This course will provide a fundamental analysis of research and methodology as related to evaluation of criminal justice administration. Included in this course will be an introduction to statistical analysis and the use of current technology.

Specialty Tracks (Choose one among the following)

Track I, Organizational Leadership: Offered through the Fischler Graduate School of Education and Human Service (15 Credits)

Electronic Tools for Leaders (3 Credits)

This course constitutes an overview of the technology competencies appropriate for educational leaders. Educational leadership applications of technology are addressed with an emphasis on new and emerging hardware and software tools related to instruction and management of a school. Policies and practices related to technological resources are also covered.

Organizational Development and Futuring (3 Credits)

This course focuses on the critical analysis of an organization's internal and external performance. From this analysis, students will identify organizational strengths and needs and develop a strategic plan to move the organization forward. The essential elements of organizational development and strategic planning required to support and sustain organizational movement will be highlighted.

Managing Change in Organizations (3 Credits)

This course examines change and the management of the change process in organizations. Students will learn the theory of change, factors that impact change; how to manage the change process and how to facilitate their organization implementation and adaptation to change.

Current Organizational Issues and Trends (3 Credits)

This course is designed to offer students the opportunity to become acquainted with the important issues, professional trends, and innovations that are shaping professional training in the workplace. Students will examine their work environments to determine operational trends and strategic projections.

Leadership and Excellence (3 Credits)

The 21st century brings more change, disruption, discontinuity, and chaos than organizations have ever known. To compete successfully in this environment, leaders need to adopt behaviors and develop knowledge and skills need to move their organizations toward excellence. This course explores the diverse leadership styles, skills, and strategies required of such a leader.

Tract II, Behavioral Science: Offered through the Center for Psychological Studies (15 Credits)

Law Enforcement and the Mentally Disordered Offender (3 Credits)

This course includes a comprehensive overview of crime control strategies for law enforcement based on identification and perspectives of various psychopathological states (e.g., schizophrenia, depression, personality disorders). Explanations of psychopathology and crime serve as a foundation for the delineation between the psychopath and the criminal, and provide an orientation for the management of the mentally ill offender. Emphasis on intervention techniques includes communication skills, negotiation techniques, lethality assessment, and psychological profiling.

Police Psychology and Behavioral Criminology (3 Credits)

This course involves an in-depth view of the specialties and psychological make-up of the "working personality" of police officers. Content involves pre-employment screening, fitness for duty, critical incident stress debriefing, hostage negotiation, police stress and family/individual interventions, the police subculture, public attitudes, and social consciousness changes. Managerial strategies for the development of expanded communication and stress prevention aimed at the continuum of officers, ranging from the "rookie" to the veteran officers, will be reviewed.

Leadership and Motivation in Police Organizations (3 Credits)

This course will provide perspectives of the styles of policing, management strategies, motivation theories and practices, communication models, politics and the media, problem-solving, and decision-making models with an emphasis on executive leadership in managing organizations and the behavioral development of subordinates and peers. Role perception, role conflict, and resistance will be addressed via communication and public speaking skills, strategic thinking process, problem solving, and intervention techniques.

Police Stress and Mental Health (3 Credits)

This course serves to provide the law enforcement leader with explanations of, and approaches to police stressors. Topics emphasized include the nature of stress in law enforcement, physiological/psychological aspects of stress, the impact of prolonged stress and the development of Police Trauma Syndrome, organizational stressors, alcohol/substance abuse, law enforcement family problems, and suicide. Stress management techniques introduced include psychological services, relaxation/coping skills, nutrition/exercise, and holistic lifestyle practices.

Forensic Psychology (3 Credits)

This course will cover topics dealing with the interaction of psychology and criminal law. Topics to be covered include: insanity, competency to stand trial, clinical assessment of dangerousness, delinquency, and the evaluation of malingering.

Tract III, Business Administration: Offered through the Wayne Huizenga Graduate School of Business and Entrepreneurship (15 Credits)

21st Century Management Practices (3 Credits)

Students will gain an understanding of leading state-of-the-art business theories and will be able to apply them to real-world situations. They will learn to understand and challenge the ideas of 20th century management thinkers, and to practice developing and challenging their own and applied models and paradigms.

Legal, Ethical, and Social Values of Business (3 Credits)

Students will gain an understanding of the meaning and importance of the law, ethics, personal morality, and corporate social responsibility. They will exhibit moral, ethical, and socially responsible behavior, and will be able to analyze the business decisions from a legal, ethical, and social responsibility perspective.

Managing Organizational Behavior (3 Credits)

Students will gain a working knowledge of how to manage personal, interpersonal, and group processes by having the interpersonal skills to assume responsibility for leading and promoting teamwork among diverse stakeholders. Students will learn to manage individual and group behaviors in improving organizational productivity and performance. Through experiential learning, students will learn to integrate home, work, and educational observations and experiences and to convert them into proactive practical applications for growth and renewal.

Managing Human Resources (3 Credits)

Students will gain a working knowledge of planning, organizing, and managing human resource systems; and will gain hands-on abilities to design, direct, and assess human resource systems in enhancing relationships with internal and external customers, leading to organizational effectiveness.

Independent Study (3 Credits)

Student and Faculty development an independent plan of study in the area of Business/Public administration

Tract IV, Public Administration: Offered through the Wayne Huizenga Graduate School of Business and Entrepreneurship (15 Credits)

Legal, Ethical, and Social Values in the Public Sector (3 Credits)

Students will gain an understanding of the meaning and importance of the law, ethics, personal morality, and public social responsibility. They will exhibit moral, ethical and socially responsible behavior, and will be able to analyze public-sector decisions from a legal, ethical, and social responsibility perspective.

21st Century Management Practices (3 Credits)

Students will gain an understanding of leading state-of-the-art business theories and will be able to apply them to real-world situations. They will learn to understand and challenge the ideas of 20th century management thinkers, and to practice developing and challenging their own and applied models and paradigms.

Public and Nonprofit Strategic Management (3 Credits)

Only in the last three decades has the idea of strategic management in organizations emerged from its military origins. Strategic management has been defined as "a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does and why it does it." Strategic management will be examined from four perspectives: first, through a focus on fundamental decisions; second, as a guide to potential futures; third, through a focus on actions; and fourth, through examination of strategic management as a process

Public-Sector Human Resource Management (3 Credits)

Over the past several decades the once staid field of public personnel administration has emerged as the rapidly changing field of human resource management. Political, social, and economic changes have transformed personnel administration from an insulated administrative function performed in relative isolation into a crucial management function performed at many organizational levels. This course will focus on the changes that have and will continue to influence the role of HR in the public sector.

Leading Public Organizations (3 Credits)

This is a survey course in leadership. Almost all the references are in relation to public administration and leadership in government. The purpose of the course is to introduce students to leadership theories, specialist knowledge, and practices of administration. This course will not turn the participant into a leader, but it will offer plenty of insights into how leaders take on this role, the constraints on leaders, and what typically motivates leaders. We also will observe various definitional distinctions between managers and leaders.

Tract V, Substance Abuse: Offered through Fischler Graduate School of Education and Human Services (15 Credits)

Psychopharmacology of Illicit and Licit Drugs (3 Credits)

This course reviews the physical and psychodynamic effects of legal and illegal drugs. Mental disorders, symptomatology, assessment measures for addicts and dual diagnosis, along with a thorough examination of the DSM-IV.

Alcohol and Other Drug Treatment in the Criminal Justice System (3 Credits)

This course will examine treatment and intervention approaches that are effective with the offenders in correctional settings. Such topics to be introduced are drug and alcohol treatment in correctional institutions, treatment modalities, principles of the therapeutic communities, characteristics and traits of the offender and issues related to the transition into the community.

Substance Abuse Treatment in the Community (3 Credits)

This course introduces various models of community based programs for the substance abuse involved offender, research regarding factors of recidivism, treatment matching, case management, relapse prevention techniques, setting treatment goals, resources in the community and DUI and drug court operations.

Cultural Factors in Treatment Associated with Substance Abuse Issues and the Criminal Justice System

(3 Credits) This course will introduce students to cultural and racial identity development, The impact that class, race, ethnicity and sexual orientation have on court disposition, sentencing and the correctional process, culturally specific treatment techniques, racial and sexual dynamics in institutional settings and in community programs, including knowledge of cross-cultural interviewing skills.

Field Experience (3 Credits)

This course will consist of a field placement for 10 hours per week for 16 weeks. The placement will be in a criminal justice setting. Students will also attend a biweekly seminar, via conference call or on-line to discuss their learning experiences. Students will demonstrate their ability to utilize the skills and knowledge gained while in class.

Tract VI, Community Solutions and Partnership: Offered through the Graduate School of Humanity and Social Sciences (15 Credits)

Community Systems (3 Credits)

This course provides an introduction to the community, focusing on: what is the community; who makes up the community, systems and systems theory as applied to the community; violence trends including violence prevention and intervention; role of law enforcement and victim advocates; and alternative interventions such as community justice; victim-offender models and reconciliation.

Communication Strategies (3 Credits)

An overview course designed to present communication theories and techniques, particularly as they relate to obtaining information, disseminating information, and managing conflicts. Aspects covered include the influence of gender, culture, race, and power imbalances; interviewing techniques; and skills; active listening and reframing; presenting information and communicating in a hostile situation; the role of anger and anger management; and dealing with difficult people. This is an interactive course with opportunities for role play and simulation exercises.

Community Mediation and Facilitation (3 Credits)

An introduction to the methods and techniques of mediation, particularly in the resolution of community disputes; and an introduction to the models and techniques of group dynamics, facilitation and group development, particularly as they relate to the community and community-based groups. This is a very interactive course, designed to provide students with role-play opportunities for mediation and facilitating meeting and group processes.

Community Policing and Peacebuilding (3 Credits)

An introduction to the theories, philosophies and models of modern policing, including a comparison of traditional, problem oriented and community oriented policing; the history, principles and components of community policing; the role of victim's advocates; conflict resolution and community policing; theories, models and strategies for peace and building peaceful communities; networking; and the roles of community stakeholders and partnerships in establishing a peacebuilding plan.

Strategic Community Planning and Partnerships (3 Credits)

An overview of the community from a strategic perspective, identifying: social, economic, demographic and cultural trends and patterns within the community; areas of concern for law enforcement and government; ways to initiate and develop community-wide strategic planning for peaceful community relations and growth; building community partnerships between law enforcement, the criminal justice system and community agencies and groups; community justice; and the use of data, data collection and analysis in developing and implementing collaborative long and short term plans for community development, problem solving and funding initiatives.

Track VII, Information Systems and Security: Offered through the School of Computer and Information Science (15 Credits)

Computer Security (3 Credits)

Concepts and principles of system and data security. Risks and vulnerabilities, policy formation, controls and protection methods, database security, encryption, authentication technologies, host-based and network-based security issues, personnel and physical security issues, issues of law and privacy. Discussions include firewall design and implementation, secure internet and intranet protocols, and techniques for responding to security breaches.

Legal and Ethical Aspects of Computing (3 Credits)

Focuses on issues that involve computer impact and related societal concerns. Topics include transitional data flow; copyright protection; information as a source of economic power; rights to access to computer systems; computer crime; data privacy; establishing national priorities in the technical and social aspects of computing; current and anticipated uses of computer prediction; and protection of personal ethical concerns. National computer policies of Japan, France, Great Britain, and the EEC, and the status of regulation and emerging standards.

Electronic Commerce on the Internet (3 Credits)

Electronic commerce has grown at an incredible rate, and experts forecast extraordinary growth over the near-term and long-term. It will be examined from three perspectives: (1) customer-business; (2) business-business; and (3) intra-organization. The Internet, intranets and extranets, electronic data interchange (EDI), security, electronic payment systems, tax issues, and global policy will be investigated. The student will participate in an Internet shopping experience and create or enhance a Web page.

Database Systems (3 Credits)

The application of database concepts to management information systems. Design objectives, methods, costs, and benefits associated with the use of a database management system. Tools and techniques for the management of large amounts of data. Database design, performance, and administration. File organization and access methods. The architectures of database systems, data models for database systems (network, hierarchical, relational, and object-oriented model), client-server database applications, distributed databases, and object-oriented databases.

Telecommunication (3 Credits)

This course provides a framework for understanding telecommunications fundamentals and computer network functionality, characteristics, and configurations. Topics include wire-free and wire-based communications; network topologies, protocols, and architectures; emerging trends in network technologies and services; and the role of ISDN (Integrated Services Digital Network) and ATM (Asynchronous Transfer Mode) in the corporate environment. Strategies for network planning, implementation, and management are introduced. Recent advances in standardization, internetworking, and deployment of LANs (local area networks), MANs (metropolitan area networks), and WANs (wide area networks) are examined.

IV. Academic Regulations and Information

Academic Calendar

Semester Schedule

Semester	Start	End
I	July 2, 2001	August 26, 2001
II	September 3, 2001	October 28, 2001
III	October 29, 2001	December 23, 2001
IV	January 7, 2002	March 3, 2002
V	March 11, 2002	May 5, 2002
VI	May 13, 2002	July 7, 2002
I	July 15, 2002	September 8, 2002
II	September 16, 2002	November 10, 2002
III	November 18, 2002	January 19, 2003
IV	January 27, 2003	March 23, 2003
V	March 31, 2003	May 25, 2003
VI	June 2, 2003	July 27, 2003

Student Enrollment

All degree-seeking students are considered full-time students when they register for two or more courses per semester, excluding the main campus summer semester. This requirement is independent of the number of transfer credits the student may receive.

In order to maintain an active student status, all students are to be in continuous registration until they receive their degree unless prior approval is received from the Master's Program Office. Failure to remain in continuous registration will be considered formal withdrawal from the program.

Full-Time Status

Students are considered to be full-time if they complete six credit hours each semester. A student on financial aid considering completing less than the scheduled credit hours in any given semester, should discuss this with the Master's

Program Office and the Office of Student Financial Planning prior to the time of registration. It is the responsibility of the student to seek advisement of options available for completing the Master's Program.

Leave of Absence

Matriculated students (degree candidates) who must interrupt their studies for an adequate reason such as illness may be granted a leave of absence. Students must apply in writing for a leave of absence to the Master's program Office. If granted, the leave shall be for a stated period of time, not to exceed one year. Under normal circumstances students should apply for a leave of absence prior to registration for each semester. Time spent on an approved leave of absence is not charged against the five-year time limit.

Students who interrupt their studies without a leave of absence or register in absentia will be assumed to have terminated their studies. Such students must make formal application for readmission if they wish to continue the program at a later date.

Time Limits

Students must complete their program within five years from the date of first enrollment. This means that students are expected to graduate with the Master's degree within this time period. In the event that a matriculated student who has been in continuous enrollment does not complete all requirements within the five year time limit, he or she must enroll in the Master's Program and:

1. Maintain full-time status (minimum six credits per semester, excluding summer sessions).
2. Complete remaining degree requirements which will include any course work that is more than five years old.

In order to remain an active and matriculated student, registration is required in every semester, excluding summer sessions, until the completion of degree requirements unless a leave of absence has been granted. Failure to remain in continuous registration will be deemed the student's formal withdrawal from the program. All other program, center, and university requirements will be in effect.

Failure to Register

Students who fail to register for a regular semester without a leave of absence are considered to have withdrawn from their program. Such students must make formal application and go through the entire admission process if they wish to reenter the program at a later date.

Matriculation Requirements (Degree Candidacy)

Students are admitted into graduate study at the Master's level and are reviewed for degree candidacy (matriculation) after successful completion of the four core courses.

During the formal review for matriculation, students' academic performance in the core courses will be examined. Students need a grade point average of 3.0 or above in order to proceed to a track.

Students whose G.P.A. falls below 3.0 will be placed on academic probation. Students remaining on academic probation for two consecutive semesters will be referred for consideration of dismissal from the program.

Academic Standing (Following Matriculation)

The grading policy for graduate program in the Criminal Justice Institute requires students to maintain a minimum cumulative grade point average of 3.0. In addition, other minimum requirements are in existence. Failure to meet these requirements will result in either in academic probation or dismissal as detailed below.

Remediation Policy

A student receiving a grade of "F" in any course must repeat and successfully complete that course. Both grades shall remain on the student's record and shall count toward an accumulation of below "B" grades; however, only the higher of the two grades will be counted toward the student's grade point average.

Probation

Academic probation will occur automatically when any of the following conditions exist:

1. The cumulative grade point average falls below 3.0.
2. A grade of "F" is received.
3. Three concurrent incompletes ("I") appear on the transcript.

The student, the Master's program Administration, the Dean of the Center, and the Office of Student Financial Planning will be notified in writing of the student's probationary status. A student is allowed one semester to remove probationary status.

Dismissal

Dismissal from the graduate program in the Criminal Justice Institute will occur when the following conditions exist:

1. Academic probation extends beyond 2 semesters
2. More than 2 grades below "B" are received
3. Two grades of "F" are received.

Readmission

Students dismissed from the program may petition for readmission after one academic year. Such students will have their records examined by the Master's Programs Administration. Upon approval, the student will be readmitted to the program in effect at that time. Only those courses within the past 5 years with grades of "B" or that are equivalent will be applied toward the master's degree.

Registration

Policies and Procedures

Students will participate in course selection via the internet during the previous semester. Procedures, information, and registering dates and times will be announced to students. It is the students' responsibility to register for their own classes by logging onto the official Nova Southeastern University website: <http://www.webstar.nova.edu>. In order to register for classes or have access to personal information, each student will need his or her own PIN (personal identification number). Students will receive a PIN from the Office of the Information Technology (OIT) by mail approximately three weeks subsequent to being admitted into the Criminal Justice Institute. Those who do not receive their PIN after being admitted should contact OIT at 1-800-541-6682 or pinhelp@nova.edu.

The procedures for class registration are as follows:

- 1) On the internet, log on to the address <http://www.webstar.nova.edu>
- 2) Double click on the icon "Login to Secure Area"
- 3) Enter in your social security number in the box indicating "User ID"
- 4) Enter in your PIN and then double click on the icon "Login"
- 5) For security purposes, re-enter your PIN
- 6) Double click on the icon "Student Services and Financial Aid"
- 7) Double click on the icon "Registration" and follow the instructions accordingly.

After students have registered, should any problems arise related to registration information or credit fees, students should contact the Office of the University Registrar (1-800-541-NOVA, Ext. 7400)

Payment of Tuition and Fees

Arrangement with the Comptroller regarding payment of tuition and fees is part of the registration process and registration is a prerequisite to class attendance. Students who register late will be assessed a late registration fee.

Tuition and Fees for the 2000-2001

Tuition for 2000-2001 will be charged at the rate of \$ 400 per credit hour. Students should anticipate an annual review of fee by the university and possible increases. Students are expected to pay tuition in full at the time of registration. Students receiving financial aid must familiarize themselves with the requirements of that office with regard to payments and may defer payment only if they have been officially notified of an award. Based on an academic year, the fees are as follow:

Tuition	\$ 400 per credit hour
Application Fee	\$ 35 (non-refundable)
Registration Fee	\$ 50 per semester
Late Registration Penalty	\$ 30 per semester
Text Books and Supplies	\$ 80 – 200 per course (approximate cost)
Application for Degree Fee	\$ 75
Transcript Fee	\$ 5 per transcript

Some courses may require additional fees for laboratory and/or equipment (e.g., calculator, testing materials) and supplemental course materials. Students are provided NSU UNIX computer accounts at no charge. Students need to make arrangements for Internet access and pay the corresponding fee.

*Please note that all above fees are subject to change without notice.

Refund Policy

Students have three working days from the date of signing an enrollment contract or financial agreement with the university to cancel the contract and receive a full refund of any tuition fees paid. Furthermore, a student shall receive a full refund of tuition fees paid by the student prior to the commencement of instruction if the student submits a written request to the institution within three working days of the payment.

Fees other than tuition are not refundable. Students who wish a tuition refund must notify the program office in writing of their request and their reason for withdrawal. Unless written notification is on file, students are assumed to be active participants and are responsible for tuition payments.

Refund Schedule

The following schedule applies to payments for each class:

For 75% refund: Withdrawal prior to the end of the first day of class or
 Withdrawal prior to the first week of class

Note: No refunds will be made for withdrawal beyond the first week of class.

Call the program office and/or notify the instructor concerning unanticipated withdrawals (e.g., sudden illness) or class absences. For advisement on withdrawals and refunds, contact the program office in Ft. Lauderdale.

Drop/Add

A course must be added before the end of the first week of the semester. A course that is dropped within the time frame indicated on the academic calendar will not appear on the student's official transcript.

Withdrawal from a Course

When a student withdraws from a course prior to the first weekend, the course is deleted from the student's record. A "W" grade is assigned when a student officially withdraws from a course after the first weekend of class but prior to the second weekend of classes. Failure to report your withdrawal from a class prior to the second weekend will result in a grade of "F".

Transfer of Credit

Students requesting transfer of credit must submit a written request for transfer along with supporting documentation to the Master's Program Administration. Sufficient documentation should be presented to allow for evaluation by the office of Academic Affairs, including an official transcript from the institution where the course was taken and a course description as listed in the institution's catalog. Other documentation may include syllabi, course notes, or other material as requested. Transfer credit must be approved by both the Director of the Criminal Justice Institute as well as by the college, center, and school offering the specialty track.

The minimum number of transfer credits that will be credited towards graduation is 6. Transfer of credit will be awarded when the course being evaluated meets all the following criteria:

1. It is a graduate level course taken at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the course was completed. A graduate level course is defined as one that would be credited toward a master's degree at the institution where the course was taken. At minimum, this must be verified in the school's catalog or a letter from the chair of the department.
2. It is equivalent in content to a required course in the curriculum.
3. It was completed no longer than five (5) years prior to the student's first enrollment in the program; and
4. A grade of "B" or higher was received. A grade of "P" (Pass) or "CR" (Credit) or other such grades cannot be accepted as equivalent unless it can be officially verified as such.

It will be the responsibility of the student to satisfactorily demonstrate the equivalence of the course(s) proposed in order for credits to be awarded. Course work submitted from a foreign institution will be evaluated for equivalency in accordance with accreditation standards.

Courses completed at other institutions after the student has enrolled in the Master's Program will be considered only if there has been prior approval by the Office of Academic Affairs. Typically, such transfer credit is granted only under special circumstances. Transfer credits are not taken into account when computing the student's grade point average.

Federal regulations require that veteran students must report all prior credit and training, and that the school must evaluate such and grant credit as appropriate, with training time and tuition reduced proportionately and with the VA and student so notified.

Grading Policy

The Master degree program in the Criminal Justice Institute assign grades to course work according to the following system:

Grade	Achieving Rating	Quality Points
A	Excellent	4
B	Satisfactory	3
C	Marginal Pass	2
F	Failure	0
P	Pass	-
I	Incomplete	-
PR	In Progress	-
W	Withdraw	-

In all courses, a grade of "A", "B", "C", or "F" will be assigned based upon the individual instructor's assessment and evaluation of the student's work. Some courses, for example, Directed Study, are graded in terms of Pass ("P") or Fail ("F").

Prior to the first class session, dropped courses will be deleted from the student's record. A "W" grade is assigned when a student withdraws from a course before the beginning of the fourth week of class. A grade of "W" will appear on the student's official transcript. Students failing to officially withdraw prior to the fourth week of scheduled class will be subject to grading as described in the course syllabus.

A "PR (In progress) grades indicates that clinical or research activities are ongoing. For example, it may be used for Directed Study: Research.

An "I" (incomplete) indicates that the student has not completed the course requirements during the scheduled time and the instructor has given additional time to do so. An "I" grade is not routinely assigned in courses. An "I" grade is not assigned by faculty when student fail to complete the course requirement.

A student must request an incomplete from the instructor. If the instructor approves an incomplete, a contract form is signed by the instructor and student and submitted to the Office of Academic Affairs. The contract must specify the following:

1. The requirements to be completed by the student to remove the incomplete.
2. The time period within which the student must satisfy the incomplete. The time limit is to be specified by the instructor, but must not exceed 10 weeks from the end of the semester
3. The grade that the student will receive if the incomplete is not satisfied by the conclusion of the specified time period.

Should the instructor choose not to assign an incomplete, the grade assigned will then be based upon the instructor's assessment of the quality and quantity of work complete.

A student will not be permitted to register for a sequential course when a grade of "I" (incomplete) or "F" (failure) has been received in a prerequisite course.

Degree Conferral

Students who have completed all requirements for the master's degree must submit an application for degree. Forms are available from the office of the University Registrar. A fee is required upon submission of the degree application form.

These offices verify that applications require approval by the Office of the Dean, University Comptroller, Registrar, and Library. These offices verify that requirements are met and that the student's accounts, records, etc. are in good standing.

Upon approval, the application is presented to the University Board of Trustees for conferral. Following the official conferral of the degree, which is noted on the transcript, a diploma is mailed to the student.

Academic Degree Requirements

A student must complete all courses for the degree with a grade point average of at least 3.0. The Master of Science degree program in the Criminal Justice Institute requires 36 semester hours of graduate credit. All students will be required to pass the comprehensive examination as part of their degree requirements. A candidate is expected to complete the graduate from the Master's program within five years from the date of first enrollment.

Graduation

Graduation exercises for Nova Southeastern University generally take place in June. Eligibility is determined by having completed all requirements prior to the graduation date or expecting to complete Internship by the end of the summer. Students eligible to participate in graduation may contact the Office of the University Registrar for information about graduation ceremonies.

VI. Student Rights and Responsibilities

Nova Southeastern University Statement of Academic Rights and Responsibilities

Nova Southeastern University, as a community of women and men, is committed to furthering scholarships, academic pursuits, and services to our society. As an institution, our purpose is to assure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- the rights of personal and intellectual freedom, which are fundamental to the idea of a university
- a scrupulous respect for the equal rights and dignity of others
- dedication to the scholarly and educational purposes of the university and participation in promoting and assuring the academic quality and credibility of the institution

Students are responsible for obtaining, learning, and observing the established university and institute policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution, as well as those of Broward County and the state of Florida. All members of the community should inform the appropriate official of any violation of conduct regulation.

A. Academic Standards

The university expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:

1. **Original Work.** Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc., must be original work of the student. Original work may include the thoughts and words of another author, but if that is the case, those ideas or words must be indicated in a manner consistent with the university-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work with no unauthorized aid is given, received, or used before or during the course of the examination.

2. **Referencing the Works of Another Author.** All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific reference manuals and rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another author are used. Students must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center.

At Nova Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of center-recognized method of citation. Deviating from center standards (A) (1) or (A) (2) is considered plagiarism at Nova Southeastern University.

3. **Tendering of Information.** All academic work must be the original work of the student giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.
4. **Acts Prohibited.** Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of the educational goals.

Violations of academic responsibility include, but are not limited to:

- a. plagiarism

- b. any form of cheating
 - c. conspiracy to commit academic dishonesty
 - d. misrepresentation
 - e. bribery in an attempt to gain an academic advantage
 - f. forging or altering documents or credentials
 - g. knowingly furnishing false information to the institution
5. Additional Matters of Ethical Concerns. Where circumstance are such as to place students in positions of power over university personnel, inside or outside of the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious manner.

B. Conduct Standards

1. Students should not interfere with the rights, safety, or health or members of the university community not interfere with other students' right to learn. Students are expected to abide by all university, center, and program rules and regulations and all local, state, and federal laws.

Violation of conduct standards include, but are not limited to:

- a. Theft
 - b. Vandalism
 - c. Disruptive behavior
 - d. Possession or use of firearm, fireworks, explosives, or other dangerous substances or items
 - e. Possession, transfer, sale, or use of illicit drugs
 - f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals.
 - g. Violation of housing regulations
 - h. Any act of conspiracy to commit an act that is harassing or abusive or that invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group
 - i. Threats of or actual damage to property or physical harm to others
 - j. Nova Southeastern University prohibits any activity that may be construed as hazing ("hazing" is defined as: any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university)
 - k. Failure to pay tuition and fees in a timely manner
2. Students must have authorization from the university to have access to university documents, data, programs, and other type of information and information systems. Any use of the above without authorization is prohibited.

C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the code of ethics for computer usage. The university and each center or program may prescribe additional standards for student conduct as would comport with the letter and spirit of this code.

D. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic misconduct or supplementary standard violations. Any student found guilty of a violation of the academic, conduct, or supplementary standards will be subject to disciplinary action, including expulsion from the university.

satisfactory progress by the end of the probationary period (one evaluation period), the student's VA educational benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be re-certified after one evaluation period has elapsed. The school may re-certify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

For VA payment of benefits purposes, an "I" (Incomplete) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one calendar year unless permission for a delay is granted by the Academic Dean for that program. An "NG" (no grad) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one regular semester unless permission for a delay is granted by the Academic Dean for that program.

Grade/Progress Reports

Each VA student will be provided a grade/progress report at the end of every evaluation period (e.g., term, semester). A copy of each report will be placed in the student's permanent file maintained by the school. The university periodically furnishes each student with a working transcript that shows current status of grades and earned semester hours for all courses completed and/or attempted, plus grades for courses in which the student is currently enrolled.

Credit for Prior Training (CPT)

Nova Southeastern University complies with federal regulations for veterans' training that it is mandatory for all veterans benefits recipients to report either prior education and/or training. A student receiving veterans benefits that have previous post secondary educational training/experience must request official transcript(s) be sent to the school. If the transcript has not been received prior to the end of the student's second term here at Nova Southeastern University, the student can no be certified for veteran's benefits for the upcoming term. The student can be certified for veteran's benefits after the transcript has been received.

The school will evaluate the student's previous training and/or experience and grant credit as appropriate. Should credit(s) be accepted and/or granted, the student's tuition and training time will be reduced proportionately, with the veteran and VA so notified.

Student Conduct

All students are expected to comply with the legal and ethical standards of this institution.

Academic dishonesty and/or nonacademic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging or altering institution documents and/or academic credentials.

The institution reserves the right to require a student to withdraw at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory.

Students who feel their rights have been denied are entitled to due process.

International Students

International students who intend to reside in the United States and who are required to obtain an I20 visa must be full-time, degree-seeking students and must attend the main campus in Fort Lauderdale, Florida. For further information, contact:

Nova Southeastern University
Office of the University Registrar
International Student Adviser

3301 College Avenue
Fort Lauderdale, FL. 33314-7796
(954) 262-7240 or toll free 800-541-6682, ext. 7240

Housing

Housing is available on the main campus. One- and two-bedroom furnished apartments are available for graduate and married students without children.

Utilities, basic cable TV, local phone service, and central air conditioning are included in the housing rates. Housing availability is limited. Applicants are encouraged to apply early. Interested students are invited to obtain further information from:

Nova Southeastern University
Office of Residential Life
3301 College Avenue
Fort Lauderdale, FL. 33314-7796
(954) 262-7052

Students with Disabilities

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No qualified individual with a disability shall be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by reasons of his or her disability. For additional information on the university ADA policy and obtaining reasonable accommodations, please contact the Administrative Director at the Criminal Justice Institute.

Student requests for accommodation will be considered on an individual basis in accordance with the institute's procedures.

VII. Criminal Justice Institute Organization

Contact Numbers

Faculty Members

Name	Department	Phone Number	Email
Burris, Johnny	LAW	6176	BurrisJ@nsu.law.nova.edu
Cohen, Steven	HPD-ALL	1290	SteveC@nova.edu
De Piano, Frank	HPD-COM/CPS	1794/5733	Depiano@cps.nova.edu
Ferrero, Ray	Office of the President	7576	Ferrero@nova.edu
Van Hasselt, Vincent	CPS	5752	Vanhasse@cps.nova.edu

Criminal Justice Institute

Name	Phone Number	Email
De Piano, Frank	7001	Depiano@nova.edu
Nguyen, Donna	7001	CJI@nova.edu

*Phone numbers begin with (954) 262-xxxx

*Department Codes:

CPS	Center for Psychological Studies
HPD-ALL	Health Profession Division Allied Health
HPD-COM	Health Profession Division Community Health

Criminal Justice Institute Members

Name	Department	Phone Number	Email
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Cohen, Stephen	HPD-ALL	1290	Stevevec@hpd.nova.edu
De Piano, Frank	HPD-COM/CPS	1797/5733	Depiano@cps.nova.edu
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Singleton, Martha	CED	8698	Singlems@nova.edu
Van Hasselt, Vincent	CPS	5752	Vanhasse@cps.nova.edu

*Phone numbers begin with (954) 262-xxxx

*Department Codes:

CPS	Center for Psychological Studies
CED	Office of Continuing Education
CJI	Criminal Justice Institute
HPD	Health Professions Division
HPD-ALL	Health Profession Division Allied Health
HPD-COM	Health Profession Division Community Health
SSSS	School of Social and System Studies

